

4.0 **Storm Water Management Program**

Permittees covered under the previous General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, i.e. **Renewal Permittees**, are expected to have fully implemented all of the following six minimum control measures as required in the previous Permit term. Permittees that were newly designated during the previous Permit term have 5 years from the date of their submitted NOI to develop, fully implement and enforce their Storm Water Management Program (SWMP). A Renewal Permittee must continue to implement its SWMP designed to reduce the discharge of pollutants from the MS4 as described in the application and submittals provided in accordance with the previous MS4 General Permit, while updating its SWMP document pursuant to this Permit. This Permit does not extend the compliance deadlines set forth in the previous MS4 General Permit unless specifically noted. All requirements contained in this renewal Permit are effective immediately unless an alternative timeframe is indicated.

4.1. **Requirements**

- 4.1.1. All Permittees must develop, implement, and enforce a SWMP designed to reduce the discharge of pollutants from the MS4, protect water quality, and satisfy the appropriate water quality requirements of the *Utah Water Quality Act*. The SWMP must include the six minimum control measures described in Part 4.2 of this Permit.
 - 4.1.1.1. The SWMP shall be developed and implemented in accordance with the schedules contained in Part 4.0. of this Permit.
- 4.1.2. Each Permittee shall have an ongoing documentation process for gathering, maintaining, and using information to conduct planning, set priorities, track the development and implementation of the SWMP, evaluate Permit compliance/non-compliance, and evaluate the effectiveness of the SWMP implementation.
 - 4.1.2.1. Each Permittee shall track the number of inspections performed, official enforcement actions taken, and types of public education activities implemented as required for each SWMP component. This information shall be provided to the Division upon request and used by the Division to determine compliance with this Permit.
 - 4.1.2.2. Each Permittee must secure the resources necessary to meet all requirements of this permit. Each Permittee must conduct an annual analysis of the capital and operation and maintenance expenditures needed, allocated, and spent as well as the necessary staff resources needed and allocated to meet the requirements of this permit, including any development, implementation, and enforcement activities required. Each permittee must submit a summary of its fiscal analysis with each annual report.
- 4.1.3. The SWMP document shall include BMPs that the Permittee or another entity will implement for each of the storm water minimum control measures.
 - 4.1.3.1. The measurable goals for each of the BMPs shall include, as appropriate, the months and years in which the Permittee will undertake required actions, including interim milestones and the frequency of the actions.

STANDARD OPERATING PROCEDURES

Farmington City, Utah



Adapted from Davis County Storm Water Coalition SOPs- November, 2012

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PARKS – Chemical Application Pesticides, Herbicides, Fertilizers

1. Preparation:
 - a. Calibrate fertilizer and pesticide application equipment to avoid excessive application.
 - b. Use pesticides only if there is an actual pest problem and test soils for determining proper fertilizer use when determined necessary by staff.
 - c. Time and apply the application of fertilizers, herbicides or pesticides to coincide with the manufacturer's recommendation for best results ("Read the Label").
 - d. Know the weather conditions. Do not use pesticides if rain is expected. Apply pesticides only when wind speeds are low (less than 5 mph).
2. Process:
 - a. Always follow the manufacturer's recommendations for mixing, application and disposal. ("Read the Label").
 - b. Do not mix or prepare pesticides for application near storm drains, preferably mix inside a protected area with impervious secondary containment (preferably indoors) so that spills or leaks will not contact soils.
 - c. Employ techniques to minimize off-target application (e.g. spray drift, over broadcasting.) of pesticides and fertilizers.
3. Clean-up:
 - a. Sweep/blow pavements or sidewalks where fertilizers or other solid chemicals have fallen, back onto grassy areas before applying irrigation water.
 - b. Triple rinse containers, and use rinse water as product. Dispose of unused pesticide as hazardous waste.
 - c. Always follow all federal and state regulations governing use, storage and disposal of fertilizers, herbicides or pesticides and their containers. ("Read the Label").
4. Documentation:
 - a. Keep copies of MSD sheets for all pesticides, fertilizers and other hazardous products used.
 - b. Record fertilizing and pesticide application activities.



PARKS – Mowing and Trimming

1. Preparation:
 - a. Review process with all employees.
2. Process:
 - a. Avoid allowing clippings to enter storm drain inlets.
 - b. Clippings to be swept or blown back on to grass areas.
3. Clean-up:
 - a. Mowers are scraped and brushed at shop – dry spoils are dried, swept and disposed of.
 - b. Equipment washed in approved wash station.

PARKS – Planting Vegetation (Starters):

1. Preparation
 - a. Call the Blue Stakes Center of Utah at least 2 working days before any digging will be done, to reveal the location of any underground utilities.
 - b. Dial 811 or 1-800-662-4111.
 - c. Decide where any spoils will be taken.
2. Process:
 - a. Dig holes; place spoils near the hole where they may easily be placed back around roots. Avoid placing spoils in the gutter.
 - b. Bring each plant near the edge of the hole dug for it.
 - c. Check the depth of the hole, and adjust the depth if necessary. The depth of the hole for a tree should be determined by park staff depending on soil conditions, groundwater depths, etc.
 - d. Carefully remove pot or burlap.
 - e. Place the plant in the hole.
 - f. Backfill the hole with existing spoils, compost, and a litter fertilizer if desired. Do not use excessive amendments.
 - g. Water the plant.
 - h. Stake the plant, if necessary, to stabilize it.
3. Clean-up:
 - a. Move any extra spoils into truck or trailer. Place the spoils on a tarp if there is likelihood that some of the dirt would be lost through openings in the bed.
 - b. Sweep dirt from surrounding pavement(s) into the planter area.
 - c. Transport spoils to their designated fill or disposal area.



PARKS – Planting Vegetation (Seeds)

1. Preparation:
 - a. Call the Blue Stakes Center of Utah at least 2 working days before any digging will be done, to reveal the location of any underground utilities.
 - b. Dial 811 or 1-800-662-4111.
 - c. Decide on the application rate, method, water source, and ensure adequate materials are in possession.
 - d. Grade and prepare the soil to receive the seed. Place any extra soil in a convenient location to collect.
2. Process:
 - a. Place the seed and any cover using the pre-determined application method (and rate).
 - b. Lightly moisten the seed.
3. Clean-up:
 - a. Move any extra spoils into truck or trailer. Place the spoils on a tarp if there is likelihood that some of the dirt would be lost through openings in the bed.
 - b. Sweep dirt, seed, and any cover material from surrounding pavement(s) into the planter area.
 - c. Transport spoils to their designated fill or disposal area.



STREETS/STORM DRAIN – Catch Basins

1. Preparation:
 - a. Clean sediment and trash off grate.
 - b. Do visual inspection on outside of grate.
 - c. Make sure nothing needs to be replaced.
 - d. Do inside visual inspection to see what needs to be cleaned.
2. Process:
 - a. Clean using a high powered vac truck to start sucking out sediment. When sediment is gone use a high pressure washer to clean any other sediment out of catch basin.
 - b. After catch basin is clean, send the rotor of the vac truck downstream to clean pipe and pull back sediment that might have gotten down stream of pipe.
 - c. Move truck downstream of pipe to next catch basin.
3. Clean-up:
 - a. When vac truck is full of sediment take it to Central Davis Sewer District to dump all the sediment out of truck into a dry pond.
 - b. When it dries, clean it up with a backhoe, put it into a dump truck, and take it to the landfill.
4. Documentation:
 - a. Keep logs of number of catch basins cleaned.
 - b. Record the amount of waste collected.
 - c. Keep any notes or comments on any problems.

STREETS/STORM DRAIN – Curb Painting

1. Preparation:
 - a. Calculate the amount of paint required for the job.
 - b. Use water based paints if possible.
 - c. Determine whether the wastes will be hazardous or not and the required proper disposal of said wastes.
 - d. Determine locations of storm drain inlets and sewer inlets that may need to be protected.
 - e. Prepare surfaces to be painted without generating wastewater; e.g. Use sandblasting and or scraping.
 - f. Use a citrus-based paint remover whenever possible, less toxic than chemical strippers.
 - g. If wastewater will be generated, use curb, dyke, etc. around the activity to collect the water and collect the debris. Dispose of contaminates collected properly.
2. Process:
 - a. Paint curb.
 - b. Prevent over-spraying of paints and/or excessive sandblasting.
 - c. Use drip pans and drop clothes in areas of mixing paints and painting.
 - d. Store latex paint rollers and brushes in air tight bags to be reused later with the same color.
 - e. Have available absorbent material and other BMP's ready for an accidental paint spill.
3. Clean-up:
 - a. Paint out brushes and rollers as much as possible. Squeeze excess paint from brushes and rollers back into the containers prior to cleaning them.
 - b. Pour excess paint from trays and buckets back into the paint can containers and wipes with cloth or paper towels. Dispose of the towels according to the recommendations on the paint being used.
 - c. Rinse water-based paint brushes in the sink after pre-cleaning. Never pour excess paint or wastewater from cleanup of paint in the storm drain.
 - d. Clean up oil based paints with paint thinner. Never clean oil based brushes in a sink or over a storm drain. Filter solvents for reuse if possible and/or store in approved drum for recycling.
4. Documentation:
 - a. Write-up/report any discharges into storm drain system.



STREETS/STORM DRAIN – Detention Ponds

1. Preparation:
 - a. Remove any sediment and trash off grates.
 - b. Do a visual inspection to make sure grates are in good shape and everything is in good working order.
 - c. Pull grates, inspect inside of basin.
2. Process:
 - a. Start cleaning by using backhoe to remove silt and sediment off the bottom and try to keep anything from going downstream.
 - b. Put all sediment into a dump truck.
3. Clean-up:
 - a. After cleaning basins, clean off the concrete pads.
 - b. Make sure they are swept up and clean.
 - c. Haul to and dump trucks in the landfill.
4. Documentation:
 - a. Keep logs of number of detention ponds cleaned.
 - b. Record the amount of waste collected.
 - c. Keep any notes or comments on any problems.

STREETS/STORM DRAIN – Creek Management

1. Preparation:
 - a. Monitor streams on a regular basis.
 - b. Check culverts and crossings after every storm.
 - c. Maintain access to stream channels wherever possible.
2. Process:
 - a. Identify areas requiring maintenance.
 - b. Determine what manpower or equipment will be required.
 - c. Identify access and easements to area requiring maintenance.
 - d. Determine method of maintenance that will be least damaging to the channel.
3. Clean-up:
 - a. Stabilize all disturbed soils.
 - b. Remove all tracking from paved surfaces near maintenance site, if applicable.
 - c. Haul all debris or sediment removed from area to approved dumping site.
4. Documentation:
 - a. Keep log of actions performed.
 - b. Record the amount of materials removed or imported.
 - c. Keep any notes or comments on any problems.

STREETS/STORM DRAIN – Chip Seal

1. Preparation:
 - a. Clean and dry areas where materials are to be applied. Cover manholes and catch basins to prevent oil and materials from getting inside the structures or system.
2. Process:
 - a. Follow closely behind emulsion distributor with chip spreader. Travels slowly enough to prevent chips from rolling when they hit the surface. Use street sweeper to pick up excess chips. Follow closely behind the chip spreader with rollers. Maximum speed 5 mph. Roll entire surface twice.
3. Clean-up:
 - a. Remove loose aggregate from the roadway. Remove excessive asphalt applications and spills. When covers are removed, remove any materials which have entered the storm drain structures.
4. Documentation:
 - a. Record location and date on the maintenance database and map.

STREETS/STORM DRAIN – Slurry Seal

1. Preparation:
 - a. Remove weeds from the roads. Clean and dry areas where materials are to be applied. Verify that existing pavement has been inspected for detrimental effects of poor drainage.
2. Process:
 - a. Apply materials smoothly and uniformly. Slurry material should not run onto adjacent pavement surface.
3. Clean-up:
 - a. Ensure that all loose is removed from travelway. Ensure that excess emulsion and spill materials are removed from the site and disposed of properly.
4. Documentation:
 - a. Record location and date on the maintenance database and map

STREETS/STORM DRAIN – Overlays and Patching

1. Preparation:
 - a. Cover manholes and catch basins to prevent oil and materials from getting inside the structures or system.
 - b. Properly seal cracks. Remove alligator cracks and potholes and patch them. Mill rutting.
 - c. Clean and dry surface.
 - d. Apply uniform tack coat and cure prior to placement of overlay.
2. Process:
 - a. Check aggregate for proper temperature, percentage asphalt, gradation, air voids and any other agency requirements.
 - b. Surface texture should be uniform, no tearing or scuffing.
 - c. Roll to achieve proper in-place air void specification.
3. Clean-up:
 - a. Remove covering as soon as the threat of imported materials entering the system is reduced and prior to a storm event. Raise structure rims to elevation of new asphalt.
4. Documentation:
 - a. Record location and date on the maintenance database and map

STREETS/STORM DRAIN – Crack Seal

1. Preparation:
 - a. Remove weeds from the road.
 - b. Air-blast cracks to remove sediments from the crack to allow for proper adhesion.
 - c. Surface should be clean and dry.
2. Process:
 - a. Maintain proper temperature of material.
 - b. Apply sufficient material to form the specified configuration.
3. Clean-up:
 - a. Remove excessive sealant application or spills.
 - b. Remove all loose debris from cleaning from the pavement.
4. Documentation:
 - a. Record location and date on the maintenance database and map

STREETS/STORM DRAIN – Shouldering and Mowing

1. Preparation:
 - a. Use traffic control devices as necessary.
 - b. Perform any roadside maintenance in a way to prevent eroded materials from entering the storm drain system.
2. Process:
 - a. Place import material as needed and perform grading to achieve proper drainage.
 - b. Remove grass clippings from paved surface and gutter after mowing.
3. Clean-up:
 - a. Clean any loose material off asphalt or gutter.
4. Documentation:
 - a. Record location and date on the maintenance database and map

STREETS/STORM DRAIN – Secondary Road Maintenance

1. Preparation:
 - a. Determine length of job or task.
 - b. Locate and determine a disposal site.
 - c. Use proper equipment and avoid any safety hazards.
 - d. Check for proper drainage: slopes, berms etc.
 - e. Protect storm drain inlets with gravel bags.
2. Process:
 - a. Load truck with material or have it brought in.
 - b. Verify load, travel same route. Smooth or grade road.
 - c. Maintain proper slope in road for water run off.
3. Clean-up:
 - a. Clean up accumulated material around gravel bags, then remove.
 - b. Clean up equipment. Spray down should not enter storm drain system.
 - c. Clean up any debris on traveled roads.
4. Documentation:
 - a. Daily activity report; Log book; or journal. Date, time, who, location.

STREETS/STORM DRAIN – Concrete Work

1. Preparation:
 - a. Train employees and contractors in proper concrete waste management.
 - b. Store dry and wet materials under cover, away from drainage areas.
 - c. Prepare or designate cleanout area, or direct contractor to clean out at their shop.
2. Process:
 - a. Avoid mixing excess amounts of fresh concrete on-site
 - b. Repair gutters, sidewalks, grind trip hazards, remove and replace concrete sections as necessary
3. Clean-up:
 - a. Perform washout of concrete trucks in designated areas only
 - b. Do not washout concrete trucks into storm drains, open ditches, streets or streams
 - c. Cement and concrete dust from grinding activities is swept up and removed from the site.
4. Documentation:

STREETS/STORM DRAIN – Garbage Storage

1. Preparation:
 - a. Locate dumpsters and trash cans with lids in convenient, easily observable areas.
 - b. Provide properly-labeled recycling bins to reduce the amount of garbage disposed.
 - c. Provide training to employees to prevent improper disposal of general trash.
2. Process:
 - a. Inspect garbage bins for leaks regularly, and have repairs made immediately by responsible party.
 - b. Locate dumpsters on a flat, concrete surface that does not slope or drain directly into the storm drain system.
 - c. Install berms, curbing or vegetation strips around storage areas to control water entering/leaving storage areas.
3. Clean-up:
 - a. Keep areas around dumpsters clean of all garbage.
 - b. Have garbage bins emptied as often as needed to keep from overfilling.
 - c. Wash out bins or dumpsters as needed. Do not allow washout to enter storm drains.



STREETS/STORM DRAIN – Snow Removal and De-icing

1. Preparation:
 - a. Store de-icing material under a covered storage area.
 - b. Slope loading area away from parking lot.
 - c. Design drainage from loading area to collect runoff before entering storm water system.
 - d. Wash out vehicles (if necessary) in approved washout area before preparing them for snow removal.
 - e. Calibrate spreaders to minimize amount of de-icing material used and still be effective.
 - f. Provide vehicles with spill cleanup kits in case of hydraulic line rupture or other spills.
 - g. Train employees in spill cleanup procedures and proper handling and storage of de-icing materials.
2. Process:
 - a. Load material into trucks minimizing spillage.
 - b. Distribute the minimum amount of de-icing material to be effective on roads.
 - c. Park trucks with de-icing material inside when possible.
3. Cleanup:
 - a. Sweep up all spilled de-icing material around loading area.
 - b. Clean out trucks after snow removal duty in approved washout area.
 - c. Provide maintenance for vehicles in covered area.
 - d. Sweep up residual sand from streets when weather permits.



STREETS/STORM DRAIN – Street Sweeping

1. Preparation:
 - a. Prioritize cleaning routes to use at the highest frequency in areas with the highest pollutant loading.
 - b. Restrict street parking prior to and during sweeping using regulations as necessary.
 - c. Increase sweeping frequency just before the rainy season.
 - d. Perform preventative maintenance and services on sweepers to increase and maintain their efficiency.
2. Process:
 - a. Streets are to be swept as needed or specified by the city. Street maps are used to ensure all streets are swept at a specified interval.
 - b. Drive street sweeper safely and pick up debris.
3. Clean-up:
 - a. Street sweepers will be cleaned out at the Central Davis Sewer District site.
 - b. After drying, waste from the sweeper will be collected and hauled to the landfill.
4. Documentation:
 - a. Keep accurate logs to track street swept and streets still requiring sweeping.

STREETS/STORM DRAIN – Transporting Soil and Gravel

1. Preparation:
 - a. Dry out wet materials before transporting.
 - b. Spray down dusty materials to keep from blowing.
 - c. Make sure you know and understand the SWPPP requirements for the site you will be working at.
2. Process:
 - a. Use a stabilized construction entrance to access or leave the site where materials are being transported to/from.
 - b. Cover truck bed with a secured tarp before transporting.
 - c. Follow the SWPPP requirements for the specific site to/from which the materials are being hauled.
 - d. Make sure not to overfill materials when loading trucks.
3. Clean up:
 - a. Use sweeper to clean up any materials tracked out on the roads from site.
 - b. Wash out truck and other equipment making sure wash water cannot enter the storm drains.
4. Documentation:
 - a. Report any contamination from hauling on a regular inspection report.

WATER – Planned Waterline Excavation Repair/Replacement

1. Preparation:
 - a. Determine where discharge flow will go.
 - b. Protect storm drain inlets.
 - c. Clean gutters leading to inlets.

2. Process:
 - a. Direct any discharge to pre-determined area.
 - b. Backfill excavation.
 - c. Haul off excavated material or stock pile nearby.

3. Clean up:
 - a. Clear gutter/ waterway where water flowed.
 - b. Clean up all areas around excavation.
 - c. Clean up all tracked material from travel path.

WATER – Unplanned Waterline Excavation Repair/Replacement

1. Preparation:
 - a. Equip leak repair equipment with filter material (Inlet Protection Filter bags).
2. Process:
 - a. Stop the discharge.
 - b. Inspect flow path of discharged water.
 - c. Protect water inlet areas.
 - d. Follow planned repair procedures.
 - e. Haul off spoils of excavation.
 - f. Consider use of silt filter bags on pumps.
3. Clean-up:
 - a. Repair eroded areas as needed.
 - b. Follow planned repair procedures.
 - c. Clean up all tracked material from travel path.

WATER – Transporting Dry Excavated Materials & Spoils

1. Preparation:
 - a. Utilize truck with proper containment of materials.
 - b. Determine disposal site of excavated materials.
2. Process:
 - a. Load.
 - b. Check truck after loading for possible spillage.
 - c. Transport in manner to eliminate spillage & tracking.
 - d. Utilize one route for transporting.
3. Clean-up:
 - a. Clean loading area.
 - b. Clean transporting route.
 - c. Wash off truck and other equipment making sure wash water does not enter the storm drain.

WATER – Transporting Wet Excavated Materials & Spoils

1. Preparation:
 - a. Utilize truck with containment for material.
 - b. Determine disposal site of excavated material.
2. Process:
 - a. Load and Transport in manner to eliminate spillage & tracking of material.
 - b. Check truck for spillage.
 - c. Utilize one route of transport.
3. Clean-up:
 - a. Check route of transport and provide cleaning of any spilled material.
 - b. Wash out truck and other equipment.

WATER – Waterline Flushing for Routine Maintenance

1. Preparation:
 - a. Determine flow path of discharge to inlet of waterway.
 - b. Determine chlorine residual.
2. Process:
 - a. Clean flow path.
 - b. Protect inlet structures.
 - c. Use diffuser to dissipate pressure to reduce erosion possibilities.
3. Clean-up:
 - a. Clean flow path.
 - b. Remove inlet protection.
4. Documentation:
 - a. Record residual tests of discharge water.

WATER – Waterline Flushing after Construction/System Disinfection with Discharge to Storm Drain

1. Preparation:
 - a. Determine chlorine content of discharged water. Utilize de-chlorination equipment.
 - b. Determine flow path of discharge.
2. Process:
 - a. Protect inlets in flow path.
 - b. Sweep and clean flow path.
 - c. Use diffuser to reduce velocities.
3. Clean-up:
 - a. Pick up inlet protection.
 - b. Clean flow paths.
 - c. Remove equipment from flush point.
4. Documentation:
 - a. Record residual test of discharged water.

WATER – Waterline Flushing after Construction/System Disinfection with Discharge with Haul Off (Used for Dust Control/Compaction)

1. Preparation:
 - a. Determine chlorine content of discharged water.
 - b. Determine appropriate construction activity for treatment.
2. Process:
 - a. Flush to tanker for disposal on unpaved construction activity for dust control or compaction.
 - b. Confirm that application of water is in appropriate location.
3. Clean-up:
 - a. Remove equipment from flush point.
4. Documentation:
 - a. Record residual test of discharged water.
 - b. Record location of water discharged.

WATER – Chemical Handling/Transporting and Spill Response

1. Preparation:
 - a. Understand MSDS sheets for handling of product.
 - b. Determine proper place of handling.
 - c. Have necessary containment and spill kits at handling place.
2. Process:
 - a. Begin transfer process.
 - b. Discontinue operations if spill levels occur.
 - c. Disconnect and store handling equipment.
3. Clean-up:
 - a. Clean up spills with proper material.
 - b. Dispose of contaminated material at appropriate facility.
4. Documentation:
 - a. Report spills to Davis County.

During work hours: 451-3296

After hours: 451-4151 Davis County dispatch



IDDE - Call- in Inspections

1. Preparation

a. Have a system in place to receive phone calls and collect information regarding suspected illicit discharges.

2. Process

a. Use the Incident Tracking Sheet to collect the appropriate information from the caller. Then, transfer the Incident Tracking Sheet to the proper authority (i.e. department head, storm water specialist, construction inspector, code enforcement officer, or other assigned personnel).

b. Promptly investigate reported incidents.

c. If an illicit discharge of unknown source is confirmed, follow the procedure of SOP IDDE - Tracing Illicit Discharges.

d. If an illicit discharge known source is confirmed, follow the procedure of SOP IDDE - Removing Illicit Discharges.

3. Clean- up a. Clean catch basin, clean storm drain, or initiate spill response, as applicable. Follow relevant SOPs.

4. Documentation

a. File all completed forms (i.e. incident tracking, catch basins cleaning, storm drain cleaning).

b. Document any further action taken.

c. Review incidents reported by citizens on an annual basis to look for patterns of illicit discharges and to evaluate the call- in inspection program.

IDDE - Outfall Inspections

1. Preparation:

- a. Know the past and present weather conditions. Conduct inspections during dry weather periods.
- b. Gather all necessary equipment including: tape measure, clear container, clipboard with necessary forms, flashlight, and camera (optional).
- c. Obtain maps showing outfall locations and identifiers.
- d. Obtain outfall description and observations from previous inspections, so the outfall can be accurately identified and observations compared.

2. Process

- a. Perform an inspection of each outfall at least once per year. Whenever, possible use the same personnel for consistency in observations.
- b. Identify each outfall with a consistent and unique identifier. For example "Slough- #13". Use maps and previous inspection reports to confirm the outfall identity and location.
- c. If dry weather flow is present at the outfall, then document and evaluate the discharge by completing the following steps:
 1. Collect field samples for visual observations in a clean, clear container and in a manner that avoids stirring up sediment that might distort the observation.
 2. Characterize and record observations on basic sensory and physical indicators (e.g., outfall condition, flow, odor, color, oil sheen) on the Outfall Inspection Form.
 3. Compare observations to previous inspections.
 4. If the flow does not appear to be an obvious illicit discharge (e.g., flow is clear, odorless, etc.), attempt to identify the source of the flow (groundwater, intermittent stream, etc.)
- d. If an illicit discharge (such as raw sewage, petroleum products, paint, etc.) is encountered or suspected, follow the procedure of SOP IDDE - Tracing Illicit Discharges.

3. Cleanup - as necessary

4. Documentation

- a. File completed outfall inspection forms.
- b. Update maps if new outfalls are observed and inspected.

SPILL INCIDENT- Response and reporting

When spill is observed or report of spill comes in:

- Does the incident pose an immediate threat to life or health?
 - Yes- Call 911 (give description of location, material, amount, and extent).
 - Describe incident in spill log.
 - No- Move to next step.
- Are you able to safely contain the spill with tools and/or material at hand?
 - Yes- Contain the spill and secure the area, then ensure cleanup is done.
 - Report spill according to the reporting list below.
 - Describe incident in spill log.
- Is spill during working hours?
 - No- Call 911 (give description of location, material, amount, and extent).
 - Describe incident in spill log.
 - On next working day, report according to reporting list below.
 - Yes- Report according to reporting list below.
 - Describe incident in spill log.

Incidents to be reported to:

Pollutant Description

Pollutant releases to water (surface or ground water)
Hydrocarbons (fuel, oil), release of 25 gallons or more
Radiological Materials, any spill or release
Extremely Hazardous chemicals, 2.2 lb. or more
(e.g. cyanide, arsenic, chlorine)
Other hazardous chemicals, 220 lb. or more
Underground storage tanks, any leaking or release

Report to

Davis Co., UDEQ, NRC
Davis County and UDEQ
Davis County and UDEQ

Davis County and UDEQ
Davis County and UDEQ
UDEQ

Other spills, particularly those contained and cleaned up, do not need to be reported

Phone contact list

Emergency
Davis County Environmental Health (Davis Co.)
National Response Center (NRC)
Utah Dept. of Environmental Quality (UDEQ)
Utah Division of Solid and Hazardous Waste
Utah Hazmat Response Officer

911
801-451-3296
800-536-4123 (24 hours)
801-536-4123 (24 hours)
801-538-6170
801-538-3745 (24 hours)



DISCHARGE/SPILL- Incident Tracking Sheet

REPORTED INFORMATION

Reported by _____ Date _____
Location of Discharge _____
Description of Discharge _____

Amount of Discharge (estimated) _____
Report Taken by _____

INVESTIGATION INFORMATION

*Complete and attach **Field Sheet***

Date Investigation Began _____ Was Source of Discharge Found? ☐ Yes ☐ No
Any Discharge to Storm Drain? ☐ Yes ☐ No
Method(s) Used to Discover Source of Discharge _____

Agencies Discharge was Reported To: _____ Date: _____
_____ Date: _____
_____ Date: _____

ILLICIT DISCHARGE REMOVAL INFORMATION

Description of Actions Taken to Remove the Discharge _____

Has Illicit Discharge Been Eliminated? ☐ Yes Date _____
☐ No

Future Scheduled Follow-Up Action: _____ Date: _____

ENFORCEMENT INFORMATION

List Enforcement Action(s) Taken
Date: _____ Enforcement Action _____
Date: _____ Enforcement Action _____



IDDE - Removing Illicit Discharges

1. Preparation

- a. Obtain available property ownership information for the source of the illicit discharge.

2. Process

- a. Determine who is financially responsible; and follow associated procedures as given below.

For Private Property Owner:

- Contact Owner,
- Issue Notice of Violation for violations of the municipal ordinance, and
- Determine schedule for removal.

For Municipal Facility:

- Notify appropriate municipal authority or department head,
- Schedule removal, and
- Remove illicit connection.

- b. Suspend access to storm drain if threats of serious physical harm to humans or the environment are possible.
- c. Direct responsible party to initiate repairs/corrections/cleanup. Coordinate with enforcement official for escalating penalties in accordance with the municipal ordinance.
- d. Repair/correct cause of discharge if municipality is responsible. Schedule the work through the appropriate municipal authority or department head.
- e. Seek technical assistance from the Weber- Morgan Health Department or Utah Department of Water Quality, if needed.

3. Clean up

- a. Confirm illicit discharge is removed or eliminated by follow- up inspection.

4. Documentation

- a. Maintain records of notice of violation and penalties
- b. Document repairs, corrections, and any other actions required.



IDDE - Tracing Illicit Discharges

1. Preparation

- a. Review / consider information collected when illicit discharge was initially identified and document using Incident Tracking Form or Outfall Inspection Form.
- b. Obtain storm drain mapping for the area of the reported illicit discharge.
- c. Gather all necessary equipment including: tape measure, clear container, clipboard with necessary forms, flashlight, and camera (optional).

2. Process

- a. Survey the general area / surrounding properties to identify potential sources of the illicit discharge as a first step.
- b. Trace illicit discharges using visual inspections of upstream points as a second step. Use available mapping to identify tributary pipes, catch basins, etc.
- c. If the source of the illicit discharge cannot be determined by a survey of the area or observation of the storm drain system, then consider the following additional steps:
 1. Use weirs, sandbags, dams, or optical brightener monitoring traps to collect or pool intermittent discharges during dry weather.
 2. Smoke test or televise the storm drain system to trace high priority, difficult to detect illicit discharges.
 3. Dye test individual discharge points within suspected buildings.
 4. Consider collecting bacterial samples of flowing discharges to confirm/refute illicit discharge.
- d. If the source is located, follow SOP IDDE - Removing Illicit Discharges.
- e. If the source cannot be found, add the location to a future inspection program.

3. Clean up

- a. Clean catch basin, clean storm drain, or initiate spill response, as applicable. Follow relevant SOPs.

4. Documentation

- a. Document tracing results for future reference.

BUILDINGS – Dumpsters/Garbage Storage

1. Preparation.
 - a. Train employees on proper trash disposal.
 - b. Locate dumpsters and trash cans in convenient, easily observable areas.
 - c. Provide properly-labeled recycling bins to reduce the amount of garbage disposed.
 - d. Install berms, curbing, or vegetation strips around storage areas to control water entering/leaving storage areas.
 - e. Whenever possible store garbage containers beneath a covered structure or inside to prevent contact with storm water.
2. Process.
 - a. Inspect garbage bins for leaks regularly, and have repairs made immediately by responsible party.
 - b. Request/use dumpsters, and trash cans with lids and without drain holes.
 - c. Locate dumpsters on a flat, hard surface that does not slope or drain directly into the storm drain system.
3. Clean-up.
 - a. Keep areas around dumpsters clean of all garbage.
 - b. Have garbage bins emptied regularly to keep from overfilling.
 - c. Wash out bins or dumpsters as needed to keep odors from becoming a problem.
4. Documentation
 - a. Document training of employees



FARMINGTON POOL

OPENING POOL

- Remove winter cover
- Test Water For Chlorine
- Remove water from around pool
- Drain pool water completely from pool
- Wash out pool with power washer as the water drains from the pool
- Fill the pool with fresh water
- Put all plugs back in pipes in the pump room
- Number of plugs in the pit
- Number of plugs in the AccuTab
- Number of plugs in the filtration system
- Plug in the chlorine and PH one of each
- Turn on pump
- Turn on Heater on May 6, 2011
- Place blankets on top of the pool
- Turn on Aqua Tab system on May 9
- Chemicals in balance by May 10

POOL CHEMICAL BALANCE

Pool chemicals should be at

- Chlorine between 2ppm-5ppm
- PH between 7.4-7.6
- Alkalinity between 80ppm-120ppm

What to do when the chlorine is low

- Check to see if there is chlorine in the Accu Tab system
- If there is chlorine in the system turn up the dial on the ORP machine

What to do when chlorine is high

- Check to see if the chlorine feeder is still adding chlorine
 - If the feeder is still adding chlorine turn the dial down wait till it turns off
 - If the feeder is not adding chlorine backwash the pool and add fresh water

What to do when PH is low

- If chlorine is below a 3 you can add chlorine to bring up the PH

What to do when the PH is high

- Check to see if the acid is out
 - If the acid is out change the barrel
- Turn up the dial until the acid starts feeding
 - Make sure that the PH doesn't go below 7.4

What to do if the Alkalinity is low



- If chlorine is below a 3 you can add chlorine to bring up the Alkalinity
- What to do if the Alkalinity is high
- Add more acid if the PH is above a 7.4
 - Do not add acid if the ph is 7.4 or below

CHEMICAL STORAGE

- Dry Chemicals: this is to be stored in a cool dry place next to the North West door. If spilled these need to be picked up and spewed up.
- Liquid Barrels: are to be stored on the spill containment system in case of a spill. If spilled we would contact maintenance to transfer it back into the 55 gallon drums.

Backwash when the flow drops below 700gpm

- Turn off heater
- Turn off fill water (if on)
- Change the dial to 1
- Move the red handle that is by the west side of the filters vertical
 - Moving the handle slowly
- Fill the green tank to the top
- Change the dial to 2
- Fill up the white tank to the top
- Change the dial to home
- Move the red handle that is by the west side of the filters horizontal
 - Moving the handle slowly
- Turn on fill water (Only if the pool needs water)
- Turn on heater
- Make sure everything goes back to normal before leaving the room
- When pool is full turn off the fill water



INSPECTION/ENFORCEMENT – Inspecting Maintenance and Storage Yard – Weekly

1. Preparation

- a. Plan to inspect sites once per week;
- b. Review information about previous weekly inspections. Notice any previous corrective action needed that has not been documented as complete.

2. Process

- a. Use the Weekly Stormwater Inspection Form as a guide;
- b. Inspect each item listed on the inspection form according to the standards as described on the form;
- c. Complete the report; note any corrective actions needed.

3. Follow-Up

- a. Schedule any necessary corrective actions to be completed within a reasonable time;

4. Documentation

- a. File inspection report.
- b. Note and date all corrective actions performed on the Weekly Stormwater Inspection Form.

INSPECTION/ENFORCEMENT– Inspecting Maintenance and Storage Yard – Quarterly

1. Preparation

- a. Plan to inspect sites once per calendar quarter and schedule each inspection accordingly;
- b. Review information about previous weekly inspections, quarterly comprehensive inspections, and quarterly visual monitoring events. Notice any previous corrective action needed that has not been documented as complete.

2. Process

- a. Use the Drainage System Inspection Form as a guide;
- b. Inspect each item listed on the inspection form according to the standards as described on the form;
- c. Complete the report; note any corrective actions needed.

3. Follow-Up

- a. Schedule any necessary corrective actions to be completed within a reasonable time;

4. Documentation

- a. File inspection report.
- b. Note and date all corrective actions performed on the Drainage System Inspection Form.

